

MINUTES
MONTANA STATE EMPLOYERS COUNCIL ANNUAL MEETING
THURSDAY, MAY 18, 2000
VENTURE MOTOR INN - LIBBY, MT.

JSEC Members/Committee Present: *Roy Hagen*, Glasgow; *Paul Tuss*, Cut Bank; *Cliff Johnson*, Lake Co.; *Mark Heinert* Lewistown; *Diana Thomas*, Lake Co.; *Angelina Smith Walter*, Havre; *Becky Brough*, Bitterroot; *Deborah Burns*, Cut Bank; *Ed Stepan*, Butte; *Dorothy Cross*, Missoula; *Barb Kain*, Helena; *Lyle Phillips*, Flathead; and *Patty Guiberson*, Tri-County.

JSEC Coordinators Present: *Kathy Yankoff*, LSC/Helena; *Shirley Cortright*, Tri-County; *Kathleen Cannon*, Bitterroot; *Barb Hardy*, Great Falls; *Deborah Gass*, Missoula; *June Littlefield*, Lake Co.; *Barry Remus*, Havre; *Billie Schmalz*, Sanders Co.; *Kim Fox*, Kootenai; *Lonnie Cross*, Glendive; *Bill Linder*, Sidney; *Tom Combs*, Billings; *Julie Hallock*, Glasgow; *Nancy Axtell and Jim Morgan*, Bozeman; *Tami Rhodes*, Butte; and *Melody Downs*, Flathead.

Guests: Marge Reilly and Nancy Elliott – Jobs for Montana's Graduates

I. CALL TO ORDER (Paul Tuss):

- A. Introductions: Everyone introduced himself or herself.
- B. Approval of Minutes: The minutes of the Annual Business Meeting from Glendive on May 27, 1999 were approved as submitted.
- C. Since they had not yet been mailed out, Kathy distributed copies of the minutes of the Executive Board's March 21st meeting as information.
- D. Correspondence: There was no correspondence at this time.

II. REPORTS AND UPDATES:

- A. **Treasurer's Report** (Patty Guiberson): The account balance on 3/21/00 was \$5, 182.79. Expenses incurred from that date to 5/15/00 totaled \$380.47. This included a payment to the Sidney JSEC of \$315.72, printing of raffle tickets for \$64.50 and a check charge of .25. Revenue during that same time was a \$175.72 reimbursement from the Sidney JSEC. This leaves a current balance of \$4,978.04. The Treasurer's Report was approved as submitted. (Copy of the Treasurers Report is attached).
- B. **Administrator's Comments:** Kathy noted that with our change in meeting site, Wendy will not be joining our session and will incorporate her comments in the closing joint session.
- C. **JMG Report:** (Marge Reilly and Nancy Elliott): Nancy provided an update on the status of JMG around the state and how the staff in the Leadership Support Center in Helena is covering the various duties of technical assistance to local schools, statewide events and other administrative responsibilities. Marge extended a thank-you to the JSECs, both local and state level, for the support they have shown for JMG since it's inception. She gave a brief history of JMG and discussed the sites currently in operation. This next statewide conference will be the Leadership Conference in Lewistown this fall. The Career Development Conference will be in Butte in the spring of 2001.

III. OLD BUSINESS:

A. JSEC Funds:

- ✓ **Local JSEC Bank Accounts** (Kathy Yankoff): Copies of the current policy on local JSEC's bank accounts were distributed. Local committees are reminded that bank accounts are not to have Job Service or State of Montana in the account name. Job Service staff are not allowed to be signers on the account or be responsible cash. Committee's are encouraged to apply for an employer identification number (EIN) from the IRS for use with their account and for payments made to them. Kathy had brought a supply of EIN applications for those committees that may want to apply.
- ✓ **JSEC Financial Assistance Policy** (Paul): Copies of the draft policy were distributed to those that did not bring the copy mailed out with the agenda. Discussion followed on the policy. What prompted the writing of a policy was the request last fall of financial assistance to cover a loss incurred by a local committee with a fundraiser. Roy Hagen made a motion to approve the policy. Barb Kain seconded the motion. Discussion: A few members felt the \$200 ceiling would not be enough. Suggestions on this concern were to start small and as low cost as possible when planning a fundraising event. It was noted that the financial status of local committee's ranges from \$1.20 to \$3,000+. Cliff Johnson (State JSEC Historian) noted that this has happened only once in the 10+ years of JSEC existence in Montana, so it's not really a big problem. It was agreed the Executive Board would be able to determine how best to apply the policy as the needs arise. **Question:** Motion approved unanimously.

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- ✓ **JSEC Incorporation** (Barb Kain): Barb clarified that the 501 © 3 status of the Montana State Employers Council applies only to the Council and does not provide individual local JSECs 501 © 3 status. Local committees may apply for the status, but due to the time and money it takes to do so, it is not encouraged or recommended. Local committees may work through the State Council for the purpose of applications for grants, etc requiring tax-exempt status. Originally, one option the SEC was looking at was to secure additional funding for JMG through grants.
- B. **State JSEC Website status** (Kathy): The final draft of the website was hand delivered to Kathy on Tuesday afternoon when the JMG students from Butte came up to do the training. On return to Helena, Kathy will get with the technology staff to complete the final steps required to launch the site. If all goes well, the site should be up by May 26th.

IV. NEW BUSINESS:

- A. **JSEC nomination for STW Advisory Board appointment** (Kathy): Kathy explained that Montana's School-to-Work Advisory Board is in need of some new members, particularly private sector business persons. Paul asked if anyone was interested in being nominated. Debbie Burns expressed an interest and felt her participation on the JMG Board would be a good addition as well. Debbie received the unanimous endorsement as the SEC nominee to the STW Advisory Board. Kathy will pass that information on to the Governor's Office.
- B. **FAIM Phase II** (Patty Guiberson): Patty is currently serving as the Project Development Manager for Dept. of Public Health and Human Services. Phase II of FAIM is taking a new approach to welfare reform. Out of 25 public meetings held around the state, one outcome was the need for an Employment and Retention meeting. Patty is looking for business input on how business can be more engaged in welfare reform. She asked if there might be any interest to have local JSEC's work on strategies to assist welfare to work, provide some education to employers regarding stereotypes of welfare recipients and identify ways to meet with employers and link up. Barb Kain said the Helena JSEC would be interested in working with the project. Patty noted there are currently 2 pilot programs for supported employment – one in Missoula and one in Anaconda. One hurdle they are experiencing is the problem of downsizing (regular workers being let go) and the typical preconceptions people have about welfare recipients. Committees interested in the project should contact Patty.
- C. **Life after NEC – Maintaining a national connection** (Kathy): With the demise of the NEC, there will no longer be an annual conference in Washington, DC. However, the Employer Coordinators Council (Kathy's counterparts from around the country) have agreed to maintain an annual gathering for the purpose of networking and professional development. It is hoped that State Chairs will be able to attend these gatherings also. The State Coordinator from Georgia is hosting the next ECC gathering in Savannah in the fall. Is involvement with the ECC viewed by the Council as important? Discussion: General consensus that this is an important resource and organization and Montana should continue to be involved particularly since everything is in transition now. Kathy will pass these sentiments on to the Leadership Support Team.
- D. **Annual Awards Program** (Paul): Since no NEC awards program exists now, Montana can revise our awards program to better fit our situation. Discussion followed. Some suggestions to be considered included recognition of nominations, keeping the process and paperwork short and sweet and maintaining criteria to be followed. On the issue of recognition of nominees, it was agreed that this should happen at the local level so as not to detract from the award winner. Therefore from now on, the nominees will receive a congratulation letter from the State Chair, certificate and copy of their nomination. On the discussion of categories, it was agreed to keep all the current ones and possibly add one for Coordinators. Roy Hagen made a motion to add a category for Outstanding JSEC Coordinator. Cliff Johnson seconded the motion. No discussion. Motion passed. One other suggestion for a new category was something to recognize outstanding committee members. In the Job Service professional organization, there is a Sparkplug Award, which goes to members who are very active and "get things going".
ACTION ITEM: Barb Kain and Kathy Yankoff will meet before the Fall Board meeting to develop a draft proposal for the new awards program.
- E. **Incentives for Nominations** (Barb): Barb would like the Council to consider providing some form or incentives to encourage nominations to be submitted – such as a pizza party or cash. Discussion followed. Since we are in the process of revamping the award program, perhaps we should wait and see how nominations go next year before we establish incentives.

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- F. **Recognition/Reward of local members** (Kathy): Some years ago (1989), the State Council purchased a supply of coffee mugs with the JSEC logo for local managers to purchase (at \$5 per) as a thank-you for serving on the local JSEC. The supply is down to the last few mugs – one of which was passed around at the meeting - so the Council needs to decide if they want to reorder. The profit from the mug sales would be about the same as the first order. Barb Kain made a motion to order more mugs. Angelina Smith Walter seconded the motion. Motion passed.
ACTION ITEM: *Kathy will order a new supply of the mugs.*
- G. **Recommendation for 2001 meeting site** (Paul): Paul stated that he had received a bid packet from the Anaconda JSEC to hold the meeting there next year.

A question was raised on clarification of the fundraisers at the State Meeting and how the money is split. Cliff Johnson (JSEC historian) explained that the raffle was started several years ago as a way for the State Council to raise funds for items that can't be paid for by the Department. The hosting JSEC receives 25% and the State Council receives 75% of the net profit from the raffle. Silent Auction funds go 100% to the State Council. The Silent Auction started just a few years ago (Polson was the first year) – when it was decided that, rather than give items from local JSECs away as door prizes, they should be auctioned off as a fundraiser. The 50/50 was requested by the Libby folks this year as a fundraiser strictly for their JSEC. Whether this will be continued in future years will need to be discussed by the Board at a future meeting. There was some concern about all the money in the State Treasury now and how the money is spent. Kathy reminded everyone, that nearly half of the balance in the account right now is due to the \$2000 received from the JMG US West grant just last Fall. Fundraisers have helped to gradually build the fund to the point that now the Council can start considering ways to support local JSECs.

ACTION: *Kathy will compile and send out information on the history of the State Council's income and out go.*

Site bid: Cliff Johnson made a motion to accept the Anaconda bid. Barb Kain seconded the motion. Motion passed. Barb Kain announced that the Helena JSEC would be willing to help Anaconda with the meeting.

- H. **Election of Officers:** Paul opened the floor for nominations for State Chairperson. Roy Hagen nominated Barb Kain. No other nominations were made. Cliff Johnson moved to cease nominations and cast a unanimous ballot for Barb Kain. Motion carried. Paul called for nominations for Vice-Chairperson. Cliff nominated Patty Guiberson. Angelina Smith Walter nominated Debbie Burns – but Debbie declined the nomination. No other nominations were made. Cliff moved that nominations cease and a unanimous ballot be cast for Patty Guiberson. Motion passed. A call was made for nominations for Treasurer. Barb Kain nominated Mark Heinert. No other nominations were made. Cliff moved that nominations cease and a unanimous ballot be cast for Mark Heinert. Motion passed. Barb Kain announced that the current area reps had all agreed to continue in that capacity for the next year.
- The Executive Board for the 2000-2001 Term are:
- Barb Kain – State Chairperson
Patty Guiberson – State Vice-Chairperson
Mark Heinert – State Treasurer
Paul Tuss – Past State Chairperson
Cliff Johnson – Area 1 Representative
Roy Hagen – Area 2 Representative
Carolyn DeYoung - Area 3 Representative
Fred Unmack – Area 4 Representative

- V. **ROUND TABLE DISCUSSION:** Since the business portion of the meeting went longer than expected and we needed to adjourn in time to travel over to the City Complex for the closing session, there was just enough time to make one round of the table for final comments.

- ◆ Lyle Phillips from the Flathead commented on the value of having a speaker at every meeting. Melody Downs, Flathead Coordinator thanked Lyle for his many years of service as Chair of the committee.
- ◆ Debbie Burns from Cut Bank noted that involvement in JSEC takes hard work and endurance and that her personal commitment is to education.
- ◆ Ed Stepan from Butte said he's still learning the ropes.
- ◆ Becky Brough from Bitterroot said providing a hot lunch for the meeting is a big draw.
- ◆ Cliff Johnson noted that in his area, Hamilton has really good desserts and the Flathead folks are unsung heroes.

ADJOURN: The meeting adjourned at 11:20 a.m.